



Login

URL: <https://stlouispark.efp.sourcewelltech.org/employeeaccess>

- **User ID:** Full District Email Address or Employee ID Number
- **Password:** Last 4 digits of your SSN

Navigation

Upon initial login, you will be on the *Demographic Information* page. To view/add time off, click on the “**Leave Information**” button on the lefthand side.

This takes you to your *Leave Calendar* page, where you can view your work/non-work days, holidays, and pending leaves.

Employee Access Center

Employee Tasks

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- Additional Information
- Payroll Checks
- Salary and Benefits
- Leave Information
- Task List
- Tax Information
- Deductions and Benefits
- "What If" Paycheck Calculator
- Employee Assignment Letters
- Impersonate User

Administration

- Profile
- Disclaimers
- User Maintenance
- Tax Filing Types
- Deduction Frequencies
- Benefits Enrollment Setup
- Extended Deduction Info
- Enrollment Questions
- Support Center
- Annual Enrollment Post
- Create Custom Links

Links

Leave is accurate to last payrun

Leave Calendar

Leave Banks | Leave Requests

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25	26	27	28	29	30	

WORK DAY

NON WORK DAY

HOLIDAY

WEEKEND DAY

PENDING LEAVE

View History Leave:

There are two options (outlined in red above) to click on above the calendar: “Leave Banks” and “Leave Requests.” To view your time off balances, click on “**Leave Banks**”

After clicking on “Leave Banks” you will be taken to the page shown below. This screen will show you the number of sick, vacation, personal, etc. days you have and any pending leave requests.

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www.powerschool.com

Employee Access Center

Leave is accurate to last payroll calculation.

Add a New Leave Request

Leave Banks

Leave Calendar

Leave Requests

Leave Type	Unit of Leave	Taken YTD	Earned YTD	Balance	Pending	Pending Balance	Show Leave Detail
135 - SICK-PROFESSIONAL-DAY	Days	0.0000	15.0000	15.0000	0.0000	15.0000	<div></div>
275 - VAC-PROFESSIONAL-DAY	Days	0.0000	20.0000	20.0000	0.0000	20.0000	<div></div>
0-4							
310 - PERSONAL-PROFESSIONAL-DAY	Days	0.0000	2.0000	2.0000	0.0000	2.0000	<div></div>
400 - OTHER-DAY	Days	0.0000	0.0000	0.0000	0.0000	0.0000	<div></div>

To return to the *Leave Calendar* page, you can click on “**Leave Calendar**” or you can click on “**Leave Requests**” to go to the *Leave Requests* page (shown below) to review any requests you have submitted.

Employee Tasks

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Review Leave Requests

TEACHERS AND SPARK employees, your leave should be entered in Frontline. All other employees enter your leave here.

Leave Calendar

Leave Banks

Add a New Leave Request

Refresh Leave Request List

Leave Type	Start Date	End Date	Units	Request Date	Status	Notes
VACATION	07/22/2022	07/22/2022	1.0000	06/22/2022	Open	Happy Birthday to me!

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To enter a time off request, click on “**Add a New Leave Request**” on either the *Leave Banks* or *Leave Requests* page (outlined in red on the screenshots above).

This will take you to the page where you can enter a time off request. Near the bottom, you will select the leave type (sick, vacation, etc.), the start date, the end date, and the number of days.

Note: If your time off request includes a non-work day, such as the weekend, you must enter them separately. Example: you want to take Thursday-Tuesday off. You enter one request as Thursday-Friday (2 days) and then another request as Monday-Tuesday (2 days).

Once you have your time off entered, you will notice it says “unsaved changes” near the top. You will need to click on the save icon on the right side of the screen. This will submit the request to your supervisor.

Leave Request

Unsaved Changes

Click here to save



Leave Bank Information

Leave Code	Leave Title	Units	Earned YTD	Taken YTD	Current Balance	Pending Leave	Pending Balance
135	SICK-PROFESSIONAL-DAY	Days	15.0000	0.0000	15.0000	0.0000	15.0000
275	VAC-PROFESSIONAL-DAY 0-4	Days	20.0000	0.0000	20.0000	0.0000	20.0000
310	PERSONAL-PROFESSIONAL-DAY	Days	2.0000	0.0000	2.0000	0.0000	2.0000

Leave Request Information

Leave Type*

VACATION

Start Date*

07/22/2022

End Date*

07/22/2022

Days*

1.0000

Notes

Happy Birthday to me!

To see if your request was submitted, you can go back to the *Leave Requests* page and your request should be listed – you may need to click on the “**Refresh Leave Request List**” button if it’s not there.

Deleting Time off Requests

You can delete requests that you have entered up to two days prior to each pay day (ex: if the pay day is on 8/15, you can cancel requests until 8/13). Days that have already passed cannot be deleted by the employee.

To delete the request, navigate to the *Leave Calendar* page, click the day you wish to delete, then click on the leave type link (circled in red).

Leave Calendar

[Leave Banks](#) | [Leave Requests](#)

Leave Detail for 8/22/2022

Leave Type	Start Date	End Date	Days	Status	Notes
VACATION	08/22/2022	08/22/2022	1.0000	Open	Don't approve. This is a test.

July 2022

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

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This will bring you to the page below where you can click on the trash can icon (circled in red below), opening a pop-up window where you confirm you want to delete the request. Click “Yes” and your request will be deleted.

◀ Leave Request

Click here to delete



▶ Leave Bank Information

◀ Leave Request Information

Status	Open	Notes
Leave Type	VACATION	Don't approve. This is a test.
Start Date	08/22/2022	
End Date	08/22/2022	
Days	1.0000	